



NOTICE OF VACANCY

Position Title: Clerical Specialist 4 (CAC Receptionist)
Location/Department: Job & Family Services/Family & Children Services Child Advocacy Center
Supervisor: CAC/Supervisor 2
Hourly Starting Pay Rate: \$14.09 + 3% increase after successful completion of probation
Pay Range: C
Classification: Full-time • Classified • Non-exempt • Bargaining Unit position
Date Issued: July 3, 2019
Application Deadline: Open until filled. First review of applications will begin July 17, 2019

This position is in the Bargaining Unit.

INSTRUCTIONS: Applicants interested in the above named position are to submit three documents: a completed Clark County employment application, a resume and letter of interest to Springview Government Center located at 3130 East Main St., Springfield, Ohio 45505, or fax to (937) 328-2486, or email hr@clarkcountyohio.gov. All three documents must be submitted. Please be sure to specify skills and experience applicable to the position for which you are applying. Applicants not submitting all three documents will not be considered. Interested CCDJFS employees need only submit a current resume and a letter of interest. Applications may be obtained in the Personnel Office at Springview Government Center, on-line at www.clarkcountyohio.gov or at the CCDJFS on Lagonda Ave. in Springfield.

GENERAL JOB RESPONSIBILITIES:

The employee serves as receptionist and provides supervision of Child Advocacy Center waiting room during child forensic interviews and other client interviews. The employee performs clerical tasks including answering / screening phone inquiries, filing, copying, preparing correspondence, and handling mail, scanning, faxing, running errands, and maintaining files. The employee maintains and orders supplies/equipment for the CAC. The employee provides client support that includes tracking and submitting victim's compensation claims/payments, providing reminder calls to clients, locating resources to assist victims, scheduling/making service referrals, and related functions as assigned. The employee assists in the organization and delivery of special projects such as Annual Meeting/ Awards Luncheon, trainings, and fundraising events. Serves as recording secretary in meetings as requested. The position may involve assigned work scheduled in advance outside normal work hours such as community events, meetings, trainings so the employee may need to adjust the normal work schedule. The employee administers the of agency data base system. This includes setting up user accounts, setting privileges to access data, monitoring / updating agencies, personnel, roles and user access, collecting and entering data. The employee maintains files and collects signed Partner Agreement Forms. The employee sets up, accesses and creates reports from a variety of data sources. The employee administers the Outcome Measurement Survey (OMS) which includes conducting initial & 30 day follow-up surveys with child victims and their family members, compiling results and providing data outcomes on a monthly basis. The employee completes and submits a quarterly VOCA report. Additional responsibilities as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED required
- Twelve months experience as a Clerical Specialist 3, or similar position requiring the use of Microsoft Office Suite, or completion of two years of technical training in office administration/secretarial science, or formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary

PREFERRED QUALIFICATIONS:

- Previous training and/or experience in a human services related field
- One year in a position providing direct customer service to individuals from diverse backgrounds
- One year experience with data management programs such as Excel, Access, or other system
- One year experience in preparation of minutes
- Demonstrated experience in coordinating special events as described above

Note: Additional consideration may be given for years and types of experience and education beyond the minimum and preferred qualifications, knowledge, skills, and abilities.

BENEFITS:

- 12 Paid Holidays
- Ohio Public Employees Retirement (OPERS)
- Health, Dental, and Vision Insurance
- Disability & Life Insurance
- Tuition Reimbursement
- Sick & Vacation Leave
- Opportunities for Growth & Promotion

***Applicants needing accommodation for completing application or interview, please contact the Human Resources department at 937.521.2015.**

CCDJFS is an Equal Opportunity/ADA Compliance Employer, M/F V/H

CCDJFS does not discriminate on the basis of race, color, national origin, ancestry, sex, genetic information, sexual orientation, religion, age, disability or military status.